

THE BARBER SCHOOL

CATALOG

2018 – 2019



“OUR FUTURE IS IN OUR HANDS”

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SECTION I: ABOUT THE SCHOOL

INTRODUCTION: SCHOOL HISTORY, OWNERSHIP AND GOVERNING BODY

Memphis Institute of Barbering, Inc. D/B/A The Barber School was founded in February, 2000, by Torrus Brooks. Memphis Institute of Barbering, Inc. is a TN based corporation formed in 2000, and has legal ownership of The Barber School (3 locations). Mr. Torrus Brooks is still the President of the corporation.

ACCREDITATION AND LICENSING

The Barber School and all of its programs are diploma level and our accreditation is institutional. The Barber School is accredited with the National Accrediting Commission of Career Arts & Sciences NACCAS) (except the Winchester location), 3015 Colvin St, Alexandria, VA 22314, 703/600-7600; Licensed by the State of Tennessee Board of Barbers, 500 James Robertson Parkway, 1st Floor Nashville, Tennessee 37243-1147, (615)741-2294; Licensed locally by the City of Memphis and the County of Shelby, for Occupational Licenses.

The Barber School is authorized by the Tennessee Higher Education Commission (THEC). This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

The Barber School use Financial Aid Services, Inc. as a third party to administer financial aid. The Winchester location is not accredited by NACCAS or THEC. The Winchester location does not accept Title IV aid.

ADMINISTRATION AND FACULTY (See Current Insert – pg 33)

MISSION STATEMENT

The Barber School will train men and women for challenging and rewarding careers in the field of Barbering Arts and Sciences. Our philosophy has grown out of the simple belief that an education at The Barber School should be useful. Our mission, as a school, therefore is to provide optimum educational opportunities and guidance. With this mission, our students may formulate and achieve their professional and personal goals, as well as develop the skills, knowledge and the attitude that will enable them to become involved, contributing members of their business communities. Graduates are able to assume roles at the entry level in the barbering profession with a greater potential for future advancement either by further education or practical experience.

SCHOOL GOALS

It is our aim to:

- 1) Produce skilled and knowledgeable professionals who will be prepared with the necessary fundamentals to enter the barber industry and be gainfully employed
- 2) Create the best learning environment available by emphasizing short term progress, individualized attention, progressive teaching methods and relevant equipment of “hands-on” education.
- 3) Assist each student in achieving his or her own professional aspirations by helping to match these aspirations with existing personal, technological and economic conditions.
- 4) Assist graduates to become employed in the technical areas for which they have been prepared.
- 5) Respond to the requests of business, industry and other agencies for specific training needs and education programs and to evaluate and revise programs when appropriate.
- 6) Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities and equipment.

SCHOOL CODE OF ETHICS

We will maintain a high level of effective education by constantly seeking to improve our techniques and our instructor's techniques through training seminars. To abide by the rules and regulations of the United States Department of Education, the State of Tennessee Barber Board and all licensing Boards. We will always maintain good relationships with patrons and to extend to them due respect. To advertise truthfully and honestly at all times. To always represent ourselves to prospective students and current students in a truthful and honest manner avoiding false and misleading statements. And above all, to produce students who will be an asset to this, our most respected and revered profession.

TRAINING FACILITIES

1309 Jackson -The Barber School is centrally located in Northern part of Memphis, Tennessee, Shelby County, beautifully landscaped with ample parking for students, staff and clients. It is near city bus line routes, restaurants and shopping areas. The school is located just 5 miles north of Graceland, home of the late Elvis Presley, and is approximately 2 miles east of downtown, which contains the legendary Beale Street, the National Civil Rights Museum, the Pyramid Arena, FedEx Forum, the Orpheum Theatre and several other areas attractions. This completely computerized facility is approximately 5,100 square feet, consisting of the following: clinic area containing 40 workstations, shampoo bowls, sinks, and hair dryers. The facility also houses 1 classroom with audio/video equipment and practice area, lockers, waiting area, reception/retail center, 2 rest rooms [handicap equipped], washing machine, dryer, administrative offices, teachers lounge, student lounge, and several storage cabinets.

77 Carriage House - The Jackson location is centralized in Madison County. The school is off the interstate (I- 240) exit 82A. North plaza has plenty of parking and lighting. It is near city bus line routes, restaurants and shopping areas. The School is down the street from the Old Hickory Mall. This completely computerized facility is approximately 3,500 square feet, consisting of the following: clinic area containing 29 workstations, shampoo bowls, sinks, and hair dryers. The facility also houses a huge classroom with audio/video equipment and practice area, lockers, waiting area, reception/retail center, 4 rest rooms [handicap equipped], washing machine, dryer, administrative offices, teachers lounge, student lounge, and several storage cabinets. For more information please visit our website at www.thebarberschool.edu.

6290 Winchester Ave – The Winchester Ave location is a freestanding building in East Memphis surrounded by ample businesses. The school is close to the intersection of Winchester and Ridgeway next door to KFC. The Barber School has plenty of parking and lighting. It is near city bus line routes, restaurants and shopping areas. The Barber School is down the street from the Old Hickory Ridge Mall. This completely computerized facility is approximately 4,200 square feet, consisting of the following: clinic area containing 32 workstations, shampoo bowls, sinks, and hair dryers. This facility also houses a huge classroom with audio/video equipment and practice area, lockers, waiting area, reception/retail center, 2 rest rooms [handicap equipped], washing machine, dryer, administrative offices, student lounge, and several storage rooms. . For more information please visit our website at www.thebarberschool.edu. (This location does not offer financial aid)

SCHOOL OUTCOMES ASSESSMENT – 2016 calendar year

Pursuant to N.A.C.C.A.S. Standard I, an institution must assess the achievements of its programs and students on the basis of pass rates on examinations for licensure (70% min.), placement rates for those who took the licensing exam (60% min.) and program completion rates (50% min.). This institution is proud to announce that it exceeds the required benchmarks set by NACCAS with the following rates: The average percentage of all programs completers scheduled to complete in the calendar year 2015 and who completed by the 2017 Annual Reporting period was 50%. The average percentage of those who took the exam in 2016/17 for licensure, and passed, was 100%, and the percentage of those who were placed in jobs related to the field in which they received their license was 64%. (2017 calendar year rates are not available until Nov. 30, 2018). The body of students used for this Outcomes Assessment was as follows:

Total Number of students scheduled to complete:	107
Total Number of students who actually completed as of submission date (11/30/16):	54
Total Number of students who actually completed and were eligible for employment:	53
Total Number of eligible individuals employed in a field for which training prepared them:	34

STUDENT RIGHT-TO-KNOW ACT

The Amendments of 1998 (U.S. Department of Ed/Federal Regulations) require that Student Right-To-Know disclosures of completion rates and transfer-out rates, be made by July 1 of each year to current students, prospective students and the public. The rate is based on a snap shot look at a body of first-time, full time students in all programs, who completed within 150% of normal time of their program, as stated from the period 9/01- 8/31 reporting year. (The Barber School does not track Transfer-out Rates.) A complete copy of this institutions IPEDS Graduation Component report for 2017-18 is posted on the cork board located in the Building for current students and staff and also available upon request in the Admissions Office for prospective students A condensed version of the statistics are included in the Consumer Handbook, now available on our website, and in this catalog. CONDENSED VERSION: The current graduation rate statistics from the 2016 IPEDS Graduation Rate Component Data Summary is 92%. The total number of students in the adjusted cohort is 149, and the total number of completers within 150% of normal time is 92%. (The 2017 rates will be available on or after 4/1/2018.) (The source of this information is the 2016-17 Graduation Rate component of the IPEDS report.)

STUDENT BODY DIVERSITY

Student Body Diversity is tracked as part of the institutions Annual IPEDS reporting, Fall Enrollment Survey component. The following is a snapshot look (8/1/14-8/1/15) at The Barber School’s student body diversity as reported through the 2015-2016 IPEDS Fall Enrollment Survey Summary:

Undergraduate Student Enrollment:

Total Enrollment	149
Transfer-in enrollment	N/A
Student-To-Faculty Ratio	15 to 1

Undergraduate Student Characteristics:

Percent of undergraduates who are female	10%
Percent of undergraduates who are full time	82%

Undergraduate Retention and Graduation Rate Cohort:

First-time, full time student retention rate	82%
First-time, part time student retention rate	0%

ANNUAL SECURITY REPORT, POLICIES AND SECURITY PROCEDURES

(* Section 486(e) Higher Education Act of 1998 and the Jeanne Clergy Disclosure of Campus Security Policy and Campus Crime Statistics Act (485 (f), Higher Education Act, 1965) and (VAWA Reauthorization Act of 2013-Publ Law 113-4 eff. 7/1/15)

2017-2018

The Barber School has designated Mr. Torrus Brooks, Administrator, as the contact person for reporting any problems relating to on campus security issues and the reporting of crimes. Also Mr. Brooks is the designated Title IX administrator as required under Title IX of the Education Amendments of 1972. The Barber School does not have on-campus housing, nor does the School participate in any outside collegiate athletic activities or have non-campus facilities/ remote classrooms. The Barber School has a zero tolerance for any offense mentioned i this report.

Security Policies and Security Procedures

If I see a crime happening or Im a victim of a crime what do I do?

The Barber School, encourages students and/or employees to promptly report any criminal activity or actions on campus with regards to murder, manslaughter, sexual offenses (forcible or non-forcible), robbery, aggravated assault, burglary, unlawful entry, motor vehicle theft, arson, hate crimes, stalking, domestic violence, dating violence, liquor law violations, drug law violations and illegal weapons possession, to the designated individual mentioned above. Mr. Brooks will assist the student and/or employee in reporting the incident to state or local police authorities and keep an internal report log. Since the institution does not have private campus based security personnel, The Barber School, refers all campus law enforcement issues to state (Tennessee Highway Patrol (Memphis (901) 543-6256), Jackson (731) 423-6635)) or local police authorities, (Memphis Police Department 901-274-7015 or Jackson Police Department- (731)425-8400 or #911), whichever is appropriate.

How can I learn about campus safety?

Always be aware of what is going on around you. Your eyes and ears are your best prevention. The Barber School staff encourages students attending after dark to leave the building in groups and to not linger in the parking lot alone after dark. It's the School's policy that no staff member closes and leaves the school at night while students are still on the premises (ie; in the classrooms or parking area).

The School has Memphis and Jackson Police Department representatives visit our school, upon request, to address the student and employee assembly in safety and security procedures and crime watch programs for both themselves, and our institution.

The Barber School, has formally requested that Memphis and Jackson Police Department notify this institution of criminal activity that may have been engaged in by this institutions students at off-campus locations. Should notification of this type be received and the criminal activity is perceived to be an immediate threat to the student body, notification will be made through our Emergency Response Notification System via cell text and website. The Emergency Response Notification System is tested at least once annually. For the safety of the campus, phones are located through the school with availability to call 911 should an ambulance or the police be needed. Both buildings have fire extinguishers and burglary alarm systems in place in the event of an emergency. Should one of these types of emergencies take place please follow your instructor's directions in a calm and orderly manner. If the emergency requires you to exit the building do so quickly and calmly. If the emergency is weather related, please remain inside, and if necessary seek immediate shelter in interior hallways away from glass windows, doors and mirrors. If prior weather alerts are available notification will come via the schools intercom system.

What do I do if a hostile intruder situation occurs on campus?

When hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm is on the campus, we recommend the following: 1] All classrooms can be locked down from the inside, lock yourself in the room you are in at the time of the threat. 2] If communication is available, call 911, and then call the schools front reception if it can be done safely. 3] Do not stay in open hallways. 4] Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit. 5] Barricade yourself in the room with furniture or anything you can push against the door. 6] Close the blinds or curtains if available. Stay away from windows. 7] Turn all lights and audio equipment off. 8] Try to stay calm and be as quiet as possible. 9] If you are caught in an open area such as a hallway or lounge-type area, you must decide what course of action to take; a] You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims. b] If you decide to run, do not run in a straight line. Keep as many objects as possible between you and the hostile person(s). (ie; doors, columns, trees, cars etc.), c] If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. d] The last option you have if caught in an open area may be to fight back. This will be a dangerous choice, but it may be your best option. e] If you are caught by the intruder, and make the decision not to fight back, then follow their directions as calmly as possible and do not look them directly in the eyes. f] Once police arrive, follow all of their commands. This may involve being handcuffed until the police have the situation completely under control.

Does the School have a Drug and Alcohol Abuse Policy?

The Barber School has a written "Drug and Alcohol Abuse Policy" that states the following: "The Barber School has a zero

tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence, or with drug paraphernalia will be subject to termination. The Barber School has Drug and Alcohol Abuse Prevention Program information and organizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and agency information.' This policy applies equally to all students and employees of the School. All students read and sign the policy during their enrollment period and the policy is covered again during Orientation, prior to starting classes. As stated in the written policy it is against school regulations for any student or employee (including a minor) to possess or sell alcoholic beverages or illegal drugs on the school campus. (Campus is defined as all buildings and adjacent parking areas.) Violation of the drug and alcohol abuse policy will result in a student's and/or employee's immediate termination and federal, state or local police authorities being notified to properly handle the situation.

The Alcohol and Drug Abuse Crisis Intervention number is 800-234-0246 and the Alcohol and Drug Abuse 24 hour Hotline & Treatment number is 800-378-4435. Should a student or employee require additional related materials, information or need educational programs regarding alcohol and drug abuse you are encouraged to contact the administrative offices for assistance. Pamphlets are available with treatment facility information.

What if I am a victim of sexual assault?

If a rape does occur on campus, it is important for you to preserve evidence for proof of a criminal offense. The individual should not bath or wash or discard any items of clothing that the assailant came in contact with until the authorities have been notified.

In the event that a sexual assault (rape), acquaintance rape, dating violence and/or other forcible and non-forcible sex offenses should occur on campus, the individual should report it immediately to Mr. Brooks, either by contacting him in the administrative offices (901-748-5188) or by asking a staff member to contact him at home. He will take immediate steps to see that the offense is reported to the correct authorities, if requested by the student and/or employee, and since the school does not have available on-campus counseling, mental health or other student services for victims of sex offenses, they will be encouraged to contact the Rape Crisis and Sexual Abuse Hotline at (Memphis) (901) 222-4350 or (Jackson) (731) 668-0411 if needed.

What are my options if the sexual offense is student on student, or student and/or employee?

Any sexual offense occurring between students and/or employees or both, will result in: 1] discussing the options available for changing a victim's academic situation after the alleged sex offense, if charges are requested by the victim, and 2] the school will implement disciplinary actions in cases of an alleged sex offense after a disciplinary proceeding. Both the accuser and the accused will be entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the school's final determination in any school disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.

What if I am a victim of Domestic Violence?

Domestic Violence or Domestic Abuse is more than just an occurrence of a physical offense. The Domestic Abuse Council states: if your partner... Isolates You, Calls you Names, Humiliates or embarrasses you, Hits, slaps, shoves, kicks or bites you, Threatens to hurt you, your family, pets or friends, Behaves in ways that feel abusive to you.... Then you are not alone! Anyone (married or not) involved in a domestically abusive situation should contact the 24 hour Crisis Hotline (Memphis) (901) 274-7477 or (Jackson) (731) 668-0411 and seek help immediately. If it occurs on campus, the individual should report it immediately to Mr. Brooks, by contacting him in the administrative offices (901-748-5188) or if it occurs off campus, then it should be reported to the nearest law enforcement authority. State (Tennessee Highway Patrol (Memphis (901) 543-6256), Jackson (731) 423-6635)) or local police authorities, (Memphis Police Department 901-274-7015 or Jackson Police Department- (731)425-8400 or #911) or by dialing emergency #911, whichever is appropriate.

Definitions of:

Domestic violence...means a “felony or misdemeanor crime of violence committed by-

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the Jurisdiction receiving grant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

Dating violence...means “violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following Factors:
 - 1] the length of the relationship;
 - 2] the type of relationship; and
 - 3] the frequency of interaction between the persons involved in the relationship.”

Sexual assault ... means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s uniform crime reporting system.

Stalking ... means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

Annual Security Report 2016-2017

The following are the On Campus Crime Statistics for the three (3) previous calendar school years (2016, 2015, & 2014)- daily crime logs are kept at each location:

Criminal Homicide:

0 manslaughter (negligent & non-negligent)

murders

Sex Offenses:

0 rapes (forcible & non-forcible)

Robbery:

0 robberies

Aggravated Assault:

0 aggravated assault

Burglary:

0 burglaries (unlawful trespass, forcible/r non-forcible) 0 0 0

Motor Vehicle Theft:

0 motor vehicle thefts

Arson:

0 arson on campus

Hate Crimes: (by prejudice, race, gender, religion, sexual orientation ethnicity and disability)

0 hate crimes (ie: sex, race, religion, etc.)

During the most recently completed school year (7-1-15 to 6-30-2016), there were **no arrests** for the following crimes in relationship to the campuses:

- liquor law violators
- weapons possessions violators
- drug abuse violator

SECTION II: SCHOOL ENTRANCE INFORMATION: Who can apply & what you need to know

ADMISSION & ENROLLMENT REQUIREMENTS FOR ALL PROGRAMS:

Applicants must be beyond the age of compulsory education (16) and be a High School graduate or have the equivalency (G.E.D.) or have a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state. Copy of Social Security Card. Proof of education is required **BEFORE** start of class. A copy of GED Certificate or official transcript (high school, college or GED) showing graduation date is acceptable. Students enrolling in the Instructor Program must have a Master Barber License. The Barber School accepts only "standard", verifiable, high school diplomas and does not accept "exceptional" "option 1" "option 2" etc. Anyone with a high school diploma other than "standard", will not be admitted. Furthermore, any high school diploma that The Barber School deems questionable or from a * "Diploma Mill", will be subject to the Admission Department policy on "Determining the Validity of a High School Diploma". The Admissions Director and school President will make the final decision after taking into account the results of the search. Should they find the diploma to be invalid, then the student will not be admitted.

Prior to acceptance, all applicants are required to have a school visitation and a personal interview with a school representative. During the interview, the school program and individual motivation will be discussed. Students who are accepted for training will be required to submit proof of education, and proof of age may be documented by various means including, but not limited to, birth certificate, driver's license, government issued identification, birth registration, passport, etc at time of completing the required contract and paperwork. Entering students with previous training, and who have proper documentation from an accredited school, (official transcripts or proof of active state license) will be subject to the Transfer Student section of this catalog.

The Barber School registers on any day and classes start, according to the "Class Starting Dates" section of this catalog for the next class. The Instructor Program start dates are tentative; please contact desired school for class start dates. The Barber School's admission, training, and graduation policies preclude discrimination on the basis of race, creed, color, religion, sex, age, financial status, or ethnic origin. The Barber School does not recruit students already attending or admitted to another school offering similar programs of study.

***Definition of "Diploma Mill":** a term that refers to any entity that offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency through a state, region or by the U.S. Department of Education.

WITHDRAWALS/RE-ENTERING

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. (See Institutional Withdrawal,

Cancellation and Refund Policy) A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal, will enter under the same Satisfactory Academic Progress status as in place at the time the individual left and the steps of Warning, Appeal and Probation will be followed.

TRANSFER STUDENTS: (Transfer of Credits)

FROM OTHER INSTITUTIONS:

A transfer student will be enrolled for the full contracted hours of the program of their interest. The transfer student will receive credit for previous training from an accredited school with proper documentation (official transcript, active license) showing hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The maximum hours a student can receive credit for is 60% of the required hours necessary to complete their contracted program. The contracted program will then be modified proportionately, not to exceed 60% of the programs required hours of completion as previously stated, and the contracted hours and educational costs adjusted on the student's tuition/account card. The acceptance of any and/or all of the transferring hours and services is at the discretion of The Barber School, but will not exceed 60% of their contracted program hours with at least 40% of the program hours being completed at The Barber School.

TRANSFERABILITY OF CLOCK HOURS & SERVICES:

Transferability of clock hours & services earned at The Barber School to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not their clock hours & services earned here at The Barber School will be accepted by another institution of the student's choice.

VACCINATION POLICY

The Barber School does not have an immunization requirement for admission to this institution.

CALENDAR OF HOLIDAYS THROUGH YEAR END 2018

The Barber School is open Monday through Saturday. We are closed on Sundays, and the following breaks and legal holidays:

Martin Luther King, Jr. Day-----	01/15
Memorial Day-----	05/28
Summer break-----	07/02-7/08
Labor Day-----	09/03
Thanksgiving Day-----	11/22
Winter Break-----	12/24-01/01/19

CLASS START & ANTICIPATED END DATES: YEAR 2018

The Barber School has open enrollment. Classes start on the first day of the school week.

PAYMENTS & EXTRA INSTRUCTIONAL CHARGES

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in their enrollment agreement. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of

\$10.25 per hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00.. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated in the enrollment agreement. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

DISABLED STUDENTS

There are special facilities for students with a disability at this School (i.e., parking, ramps to sidewalks, bathroom facilities, and shampoo sink). Our school is committed to providing equal opportunities to our students that are otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary. In general, it is your responsibility to notify the school of the need for an accommodation. Upon doing so, you may be asked by the School Director for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may ask you to provide additional information from your physician or other medical or rehabilitation professionals.

INCARCERATED STUDENTS

The Barber School does not enroll students who are incarcerated. If a student should become incarcerated after they have enrolled and begun classes, the student will be terminated and the refund policies as stated in this catalog and on the back of their contract will apply.

SECTION III: SCHOOL INFORMATION & PROGRAMS OF STUDY

GENERAL PROGRAM INFORMATION

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of instruction in the presence of an instructor. The number of clock hours required of a student is based on state requirements.

Requirements: Are all based on state board minimum requirements governing each program for professional licensure. Program requirements either meet or exceed state minimums. All classes are taught in English.

Term: is defined as a specific pre-set length of time individual to each program. Master Barbering have 4 periods. Period 1 and 2 are 450 hours in length and Period 3 and 4 are 300 hours in length for a total of 1500 program hours. Master Barber Instructor program have 2 terms. Term 1 and 2 are each 150 hours in length for a total of 300 program hours.

Enrollment Period: is defined as the total scheduled time elapsed between the actual starting date and the student's last day of physical attendance in the school.

PROGRAMS:

EDUCATIONAL OBJECTIVES, REQUIREMENTS, KIT CONTENTS & COSTS PER PROGRAM

1500 HR MASTER BARBERING PROGRAM

CIP CODE: 12.0402

Program Description:

The following program breakdown gives a brief description of each level within the program.

Barber - 4 levels (1500 hours total- 47 - 75 Weeks in total length)

BAR 101 Basic Skills: (5 weeks/150 hours) Orientation of the field of Barbering using Theoretical and Practical in a classroom setting, working on manikins.

BAR 102 Intermediate Skills: (9 weeks/300 hours) A continuation of Basic Skills, and expanding concepts of Barbering using Theoretical and Practical in classroom setting, working on manikins and live models. (Prerequisites: BAR 101).

BAR 103 Junior Skills: (23 weeks/750 hours) Continuation of Theoretical and Practical skills in school lab salon setting working with clients and perfecting of skills and knowledge required for workplace. (Prerequisites: BAR 101 and BAR 102)

BAR 104 Senior Skills: (10 weeks/300 hours) Preparation for State Board Licensure Examination. Theoretical knowledge and practical skills will be perfected to employment competency level. (Prerequisites: BAR 101, BAR 102 and BAR 103)

EDUCATIONAL OBJECTIVES

The objective of the Master Barbering Program is to train students in the basic skills needed to meet the competencies for the examination required by the State Barber Board in order to protect the public. After a Barber student passes their chosen examination he/she receives a license and is available for gainful employment in Tennessee. A Barber provides personal services to his/her clientele relating to good grooming. These services are: hair cutting, shaving, clipping, tapering or trimming, using shears, razors or electric clippers on the head, neck or face; can also include hair styling, chemical waving/relaxing, hair tinting, shampooing, scalp treatments, bleaches/toners and men's & women's hair pieces (cleaning and styling). A Barber must develop a professional appearance, pleasant personality and observe professional ethics. The knowledge and skills will prepare an individual for work in the business as a barber, salon owner, product demonstrator or technician to a manufacturer.

PROGRAM REQUIREMENTS / Units of Instruction

	<u>THEORY HOURS</u>	<u>PRACTICAL CLINIC HRS</u>
Tennessee Law	5	-
History of Barbering	2	-
Professional Image	6	-
Sanitation & Sterilization	10	45
Hair Shaping/Cutting	23	230
Shampooing & Rinses	16	130
Skin, scalp, and hair	10	35
Hair Arranging (blow dry)/Styling (curling iron)	25	110
Shaving, mustache/beard design	8	160
Hair Coloring	20	100
Chemical Waving & Chemical	15	80
Relaxing/Straightening	15	80
Facials and Make Up	20	130
Manicures	15	30
Tools and implements	7	-
Electricity and light	2	-
Anatomy and physiology	5	-
Hairpieces	3	5
Preparation for seeking Employment	3	2
Salon Business & Management	15	20
State Board Licensing		
Preparatory Theory/practical	<u>30</u>	<u>88</u>

TOTAL HOURS (1500)

255

1245

A student’s time is spent in theoretical, as well as practical work. The goal is to establish thorough and complete knowledge, as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The scheduling at the beginning of the program (approximately 0-450 hours) is primarily classroom work. The latter portion (451-1500 hours) continues theory and the actual application of all phases on live models and mannequins, under the supervision of instructors.

PROGRAM TEXT BOOKS

- Milady Standard Textbook of Professional Barber-Styling eBook Access Card (ISBN:9781285437910)(\$129.95)
- Online Licensing Preparations: Professional Barbering (\$34.75)
- Tennessee Barber Law Book
- Tablet

STUDENT KIT

2-Taper Comb	1-Barber Strop	1-Mannequin	1-Dye Brush	1-Mannequin Stand
1- Pic	1-Blow Dryer	1-Vent-Type Brush	1-Curling Iron	1-Tint/Coloring Bottle
1-Trigger Spray Bottle	12-Duckbill Clips	12-Butterfly Clips	1-Clippers	1-Perm/Tint Bowl
1- Trimmer	1-Straight Razor	1- Regular Shears	1-Pair Snippets	2-Manicure Sticks
2-Emery Board	1-Cuticle Pusher	1-Manicure Bowl	1-Metal File	1-Nail Brush
1-Clipper Brush	1-Chair Cloth (black)	1-School smock	1- Kit Bag	6-Cape Clip
6-Speed-O-Guides	1-Clipper Oil	1-Hand Mirror	15-Pack Rollers (wht/gry)	1-Barber Strop
1-Bottle of Clear Nail Polish		1-Nail Polish Remover	2- Barber Combs	1-Rattail-Comb
1-Jar of Cleaning Cream		1- Wahl Balder Clippers		1-Comedome Extractor
1-Pair of Tweezers		1-Shampoo Cape	1-Sanek Dispenser	1- Bottle Oil Sheen
1-Apron		1- Shear	1-Bottle Cuticle Oil	1- Clipper Disinfectant
1- Buffer		25-Spatula	1-Duster	

1

*Clinic Floor Styling Aids are not a part of the kit. However, they can be purchased at the School Retail Center at student discount prices or checked out from the Dispensary. **Changes or substitutions to the published Student Kit may occur without prior notice, and may affect pricing.

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1	TERM 2	TERM 3	TERM 4		
	450	450	300	300		
	HOURS	HOURS	HOURS	HOURS		
Tuition	\$4,612.50	\$4,612.50	\$3,075	\$3,075	=	\$15,375
Kits	\$210	\$210	\$140	\$140	=	\$700
Books	\$150	\$150	\$100	\$100	=	\$500
Registration fee	\$30	\$30	\$20	\$20	=	\$100
	\$5,002.50	\$5002.50	\$3335.00	\$3335.00	=	\$16,675
						PROGRAM TOTAL

WEEKLY CLASS SCHEDULE

1500 HR MASTER

BARBERING PROGRAM

Day

- Schedule A- (20hrs) -7am-11am Mon – Friday
- Schedule B- (20hrs) -9am-1pm Mon – Friday
- Schedule C- (20hrs) -9am-2pm Mon – Thursday
- Schedule D- (24hrs) -9am-2pm Mon – Thursday & 9am-1pm Friday
- Schedule E- (24hrs) -9am-3:30pm Mon – Thursday
- Schedule F- (28hrs) -9am-2:00pm Mon – Thursday & 9am- 5:30pm Friday
- Schedule G - (30hrs) -9am-3:30pm Mon – Friday
- Schedule H- (32hrs) -9am-5:30pm Mon – Thursday

Night

- Schedule M- (20hrs) - 6pm-9pm Mon – Thursday & 8am -4:30pm Saturday
- Schedule N- (24hrs) - 3pm-9pm Mon – Thursday
- Schedule O- (24hrs) - 5pm-9pm Mon – Thursday & 8am – 4:30pm Saturday
- Schedule P- (30hrs) - 1pm-9pm Mon – Thursday
- Schedule Q- (30hrs) - 3pm-9pm Mon – Thursday & 9am – 3:30pm Saturday

8 hour students are allotted a 30 minute lunch and two 15 minute breaks, 6 & 7 hour day students are allotted a 30 minute lunch and one 15 minute break, 6 hour night students are allotted one 15 minute break. All students who receive a 30 minute lunch break MUST clock out whether you leave the campus or not

GRADING SYSTEM

Theory, Practical and Clinic work are all of equal value. After each unit you will be given a test for that unit. All your practical work on mannequins is graded as Pass/Fail and all practical exams are graded on a point system (see below) which must be passed with a minimum score of 80%. Each service you perform on the clinic floor is checked and graded as Pass/Fail. Final practical and theory exams must be passed with a minimum 80% before considered successfully completing the program and graduating. You will receive a training progress report as described in our satisfactory progress policy at least once by mid-point of your program. Our grading point system is as follows:

100% - 94%	-	A	-	Excellent
93% - 88%	-	B	-	Good
87% - 80%	-	C	-	Satisfactory
79% - 72%	-	D	-	Unsatisfactory
Less than 71%	-	F	-	Failing

You must maintain a “C” (80%) average in all areas of study to complete the program, and to be considered making satisfactory progress.

300 HR MASTER BARBER INSTRUCTOR PROGRAM

CIP CODE: 12.0413

Program Description:

Master Barber Instructor training encompasses all phases of preparing to become an instructor in a barber school to include lesson planning and practical applications in this dynamic and growing field.

Master Barber Instructor - 2 levels (300 hours total- 9 - 15 Weeks in total length)

INSTR 101 Basic Skills: (minimum 4.5 weeks/150 hours) Orientation to the field of Master Barber Instructing using Theoretical and Practical in classroom setting, working on Lesson Planning (Originate, prepare, enact, testing and grading)

INSTR 102 Advanced Skills: (minimum 4.5 weeks/150 hours) A continuation of Basic Skills, and expanding concepts in Theoretical and Master Barber Instructing, working on General Instructing (Book knowledge, student motivation, teaching techniques, visual aid equipment, classroom management, product knowledge and state laws.). (Prerequisites: INSTR 101)

EDUCATIONAL OBJECTIVES

The objective of the Master Barber Instructor Program is to prepare licensed barbers for the State Board licensing exam. The course offers training in lesson planning and their practical applications, preparing graduates for entry level employment as an instructor in the field of barbering.

PROGRAM TEXT BOOKS

- Master Educator Course Book and Exam Review (ISBN:9781133693697/9781133776598)(\$211.90)
- Tennessee Barber Law Book

TUITION, KIT, BOOKS & FEES BY PROGRAM TERM

	TERM 1 150 HOURS	TERM 2 150 HOURS	=		
Tuition	\$750.00	\$750.00	=	\$1,500	Based on an hourly rate of: \$5
Books	\$300	--	=	\$300	
Registration fee	\$100	--	=	\$100	
	\$1,150.00	\$750.00	=	\$1,900	PROGRAM TOTAL

WEEKLY CLASS SCHEDULE

300 HR MASTER BARBER INSTRUCTOR PROGRAM

Day

- Schedule A- (20hrs) -7am-11am Mon – Friday
- Schedule B- (20hrs) -7am-1pm Mon – Friday
- Schedule C- (20hrs) -9am-2pm Mon – Thursday
- Schedule D- (24hrs) -9am-2pm Mon – Thursday & 9am-1pm Friday
- Schedule E- (24hrs) -9am-3:30pm Mon – Thursday
- Schedule F- (28hrs) -9am-2:30pm Mon – Thursday & 9am- 5:30pm Friday
- Schedule G - (30hrs) -9am-3:30pm Mon – Friday
- Schedule H- (32hrs) -9am-5:30pm Mon – Thursday

Night

- Schedule M- (20hrs) - 6pm-9pm Mon – Thursday & 8am -4:30pm Saturday
- Schedule N- (24hrs) - 3pm-9pm Mon – Thursday
- Schedule O- (24hrs) - 5pm-9pm Mon – Thursday & 8am – 4:30pm Saturday
- Schedule P- (30hrs) - 1pm-9pm Mon – Thursday
- Schedule Q- (30hrs) - 3pm-9pm Mon – Thursday & 9am – 3:30pm Saturday

8 hour students are allotted a 30 minute lunch and two 15 minute breaks, 6 & 7 hour day students are allotted a 30 minute lunch and one 15 minute break, 6 hour night students are allotted one 15 minute break. All students who receive a 30 minute lunch break MUST clock out whether you leave the campus or not

GRADING SYSTEM

Theory, Practical and Clinic work are all of equal value. After each unit you will be given a test for that unit. All your practical work on mannequins is graded as Pass/Fail and all practical exams are graded on a point system (see below) which must be passed with a minimum score of 80%. Each service you perform on the clinic floor is checked and graded as Pass/Fail. Final practical and theory exams must be passed with a minimum 80% before considered successfully completing the program and graduating. You will receive a training progress report as described in our satisfactory progress policy at least once by mid-point of your program. Our grading point system is as follows:

100% - 94%	-	A	-	Excellent
93% - 88%	-	B	-	Good
87% - 80%	-	C	-	Satisfactory
79% - 72%	-	D	-	Unsatisfactory
Less than 71%	-	F	-	Failing

You must maintain a **“C” (80%)** average in all areas of study to complete the program, and to be considered making satisfactory progress.

CHANGE OF CONTRACTED HOURS POLICY

The contract change policy of The Barber School, which became effective on Nov 1, 2017 requires the student pay a fee of \$250.00 to make ANY changes to the student’s current contract. This fee is due the day the contract changes are made and signed by the student and the administrator. All changes are to be effective on the 1st day of the NEXT month unless it is pre-approved by the Director.

FEES AND CHARGES

BOOKS and KITS are as stated for each individual program as previously covered during each program breakdown in this catalog. The Barber School's Retail Center/Bookstore carries all required books and supplies. During enrollment a student will be responsible to select either to purchase their program kits and books from an outside vendor at their own expense or elect to purchase all program kits and books for their program from The Barber School and have these items charged to their school ledger, using their Title IV funds to pay for these items. Improvements and updates to kits and books are made periodically and may result in a price change without notice. New prices would not affect currently enrolled students. The Enrollment Agreement lists all charges.

OTHER FEES

Termination Fee/Cancellation Fee \$100.00

* (Non-refundable Registration Fee-\$100)

EXTRA EXPENSES

Items of extra expenses to the student such as housing, board, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished to the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS:

The following must be completed before graduation from all programs:

- a. Required clock hours
- b. Required clinic services
- c. All written exams and school final exams passed with the minimum allowable grade average of (80%)
- d. All financial obligations met, (See Enrollment Agreement noting interest rate charged for unpaid balances.) or other financial arrangements made.

**Graduation ceremonies will be scheduled throughout the year. Graduates will be notified, in advance, by mail of the upcoming events.

GRADUATE LICENSING REQUIREMENTS FOR ALL PROGRAMS

LICENSING AND EXAM FEES ARE A SEPARATE COST FROM ANY OTHER FEES LISTED IN THIS CATALOG.

1500 Hour Master Barbering Program:

The successful completion of the 1500 clock hour Master Barbering Program will make the graduate eligible to take the licensing examination and will receive a diploma from the School. To receive their Barber license, the student must submit, through the School, an application to the PSI (contracted test vendor), including Criminal Background information (if convicted of a felony within the last 3 years), along with an online payment transaction in the amount of \$140. Once PSI deems an applicant eligible for the computer-based testing, the graduate will be contacted by PSI for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license.

300 Hour Master Barber Instructor Program:

The successful completion of the 300 clock hour Master Barber Instructor Program will make the graduate eligible to take the licensing examination and will receive a diploma from the School. To receive their Master Barber Instructor license, the student must submit, through the School, an application to the PSI (contracted test vendor), including Criminal Background information (if convicted of a felony within the last 3 years), along with an online payment transaction in the amount of \$140. Once PSI deems an applicant eligible for the computer-based testing, the graduate will be contacted by PSI for scheduling an exam date and time. The applicant must pass the licensing examination in order to receive their license.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Master Barbering 450, 900, 1200 clocked (actual) hours
 Master Barber Instructor 150 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Master Barbering (Full time, 32 hrs/wk) - 1500 Hours	59 Weeks	1875
Master Barbering (Full time, 30 hrs/wk) - 1500 Hours	63 Weeks	1875
Master Barbering (Full time, 28 hrs/wk) - 1500 Hours	67 Weeks	1875
Master Barbering (Full time, 24 hrs/wk) - 1500 Hours	78 Weeks	1875
Master Barbering (Part time, 20 hrs/wk) – 1500 Hours	94 Weeks	1875
Master Barber Instructor (Full time, 32 hrs/wk) – 300 Hours	12 Weeks	375
Master Barber Instructor (Full time, 30 hrs/wk) – 300 Hours	13 Weeks	375
Master Barber Instructor (Full time, 28 hrs/wk) – 300 Hours	14 Weeks	375
Master Barber Instructor (Full time, 24 hrs/wk) – 300 Hours	16 Weeks	375
Master Barber Instructor (Part time, 20 hrs/wk) – 300 Hours	19 Weeks	375

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the Master Barber course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100% - 94%	-	A	-	Excellent
93% - 88%	-	B	-	Good
87% - 80%	-	C	-	Satisfactory
79% - 72%	-	D	-	Unsatisfactory
Less than 71%	-	F	-	Failing

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making

satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

WITHDRAWALS/RE-ENTERING

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. (See Institutional Withdrawal, Cancellation and Refund Policy) A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal, will enter under the same Satisfactory Academic Progress status as in place at the time the individual left and the steps of Warning, Appeal and Probation will be followed.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

LEAVE OF ABSENCE (Effective 5/1/2017) (applies to all students -non-Title IV and Title IV)

The Barber School require a student to apply in advance, in writing, include the reason for the student's request, and include the student's signature for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, ***the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.***

(LOA request form) to the School Director and the Director has determined that there is a reasonable expectation the student will return from the leave, and has granted written approval. Failure to return by the agreed upon return date will result in the student being officially withdrawn from the school. Any student who has been granted an approved Leave of Absence: is not considered to be withdrawn from school; will not be charged any additional fees as a result of the LOA and Title IV funds will not be credited to their account or any loan proceeds released to them during their LOA. However, PELL and SEOG

funds may be credited to a student's account during a LOA because these funds have already been earned. Any student receiving VA Benefits who takes an approved Leave of Absence is now considered to be withdrawn from school per VA requirements, and their VA benefits stopped. VA must be notified of the leave and resulting paperwork dispatched to VA. The school should contact the State Approving Agency for VA for correct procedure of VA notification and re-instatement of benefits. The maximum time limit for a student taking a leave of absence is 180 days in any 12-month period. . A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students returning after this interruption will enter in the same progress status as when they left. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The Barber School is required to take attendance, therefore the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

SECTION IV: FINANCIAL AID INFORMATION

(For Those Who Qualify)

COST OF ATTENDANCE BUDGETS

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending school. The following is the Localized COA Budget for the Standard 1500 Master Barbering Program.

AWARD YEAR 2017 LOCALIZED COA BUDGET:

LIVING WITH PARENTS 0 DEPENDENTS

STATUS	FULL-TIME	3/4 TIME
MONTHS	10 MONTHS	17 MONTHS
TUITION	\$15,375.00	\$15,375.00
FEES	\$100.00	\$100.00
BOOKS/SUPPLIES	\$1,200.00	\$1,200.00
LOAN FEES	\$102.00	\$102.00
ROOM AND BOARD	\$4,870.00	\$8,279.00
PERSONAL	\$1,040.00	\$1,768.00
TRANSPORTATION	\$2,450.00	\$4,165.00
TOTAL BUDGET	\$25,137.00	\$30,989.00

ALL OTHERS

STATUS	FULL-TIME	3/4 TIME
MONTHS	10 MONTHS	17 MONTHS
TUITION	\$15,375.00	\$15,375.00
FEES	\$100.00	\$100.00
BOOKS/SUPPLIES	\$1,200.00	\$1,200.00
LOAN FEES	\$174.00	\$174.00
ROOM AND BOARD	\$10,030.00	\$17,051.00
PERSONAL	\$3,250.00	\$5,525.00

TRANSPORTATION	\$2,970.00	\$5,049.00
TOTAL BUDGET	\$33,099.00	\$44,474.00

FINANCIAL AID FOR STUDENTS

The Barber School participates in Financial Aid Programs (Title IV) to assist students who need money to attend school. Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The Federal Financial Aid Programs which the school makes available are the Pell Grant, Direct Loan Program and Supplemental Educational Opportunity Grant (SEOG). The Free Application for Federal Student Aid (FAFSA) is available in the Financial Aid office or can be completed on-line. The FAFSA form must be completed first, and then processed via Internet by the school with the proper officelisted on the form. Our Financial Aid office will assist every student that needs help with their applications.

ELIGIBILITY

In general, you are eligible for Federal Aid if you meet the following requirements:

1. You must be enrolled at least half-time.
2. You are a U.S. Citizen or an eligible non-citizen.
3. You show that you have financial need.
4. You are making satisfactory progress in your program of study (See Satisfactory Progress Statement).
5. You are not in default on a National Direct Student Loan (NDSL), F.F.E.L. or PLUS/SLS Loan.
6. You do not owe a refund on a Pell Grant and/or Supplemental Educational Opportunity Grant (SEOG).
7. You must sign a statement that you understand your responsibilities regarding Federal Student Aid funds and that only Loans get paid back.
8. You must sign a statement of registration status on Form 3 indicating you have registered with the Selective Service, if you are required to do so. (Males only)

AID AWARDING PROCESS

Financial aid packages are determined when a student has been accepted for admission into a degree program and the [Financial Aid Office](#) has received a valid FAFSA along with all requested supporting documentation.

Financial aid eligibility is based on the FAFSA information, enrollment status and cost of attendance.

All federal and college funded aid is awarded on a first-come, first-serve basis, subject to availability of funds. Aid is awarded for one academic year at a time. Students must reapply each year. Full-time students are awarded based on tuition, fees and books and living expenses. Part-time and graduate students are awarded based on tuition, fees and books.

Additional funding for other education-related expenses may be requested by contacting the Financial Aid Office.

Notifications for Financial Aid Award Packages

New incoming students are notified of their financial aid eligibility. Enrolled students are notified via their School Director to come and pick up their award packages.

Disbursement of Funds

Financial aid is distributed after the start of each period among which the student is enrolled. Failure to complete paperwork and other requirements will delay the disbursement of financial aid.

Federal funding, institutional grants and state funding are disbursed electronically onto the students account. Alternative loan funds are disbursed either electronically or via check. Outside state grants are disbursement via check.

Disbursement notifications are sent each time federal student aid is disbursed informing the student or parent PLUS loan borrower the funds have been applied to the students account.

VERIFICATION PROCESS

If an applicant is selected for verification through the central processing center, the Financial Aid office will advise the student about the verification process, have them sign the verification procedures documents and worksheets and then we will furnish them a copy. The original documents will be maintained in the students financial aid file. After all required documents are collected and forms are signed the Verification Packet will be sent to our third-party servicer for processing. Our current third-party servicer is Financial Aid Services, Inc. Once a student is notified to provide additional documentation, the required information must be provided to the School within 45 days of notification. Failure to do so may result in suspension from school. A student, who purposely gives false or misleading information to the Financial Aid Office, may be reported to the Office of Inspector General.

DEPENDENCY OVERRIDE

Federal Student Aid determines a student's status as dependent or independent by the answers the student provides on the thirteen questions listed in Step 3 of the Free Application for Federal Student Aid (FAFSA). Students are classified as dependent or independent because federal student aid programs are based on the principle that students (and their parents or spouse) are considered the primary source of support for postsecondary education. The Dependency Override process is used to address on a case-by-case basis a student who claims to be independent but does not meet the federal criteria. The student must demonstrate unique and extenuating circumstance. For more detailed information on types of extenuating circumstances given consideration and requirements for submitting a "Dependency Override Form: Contact the Financial Aid Office.

PROFESSIONAL JUDGMENT

A financial aid administrator may use professional judgment on a case-by-case basis only to alter the data elements used to calculate the Expected Family Contribution (EFC). A financial aid administrator's decision regarding adjustments are final and cannot be appealed to the Department of Education. If you believe that you have special circumstances that should be taken into account, such as a significant change in income from one year to the next or unusual medical or dental expenses, you should contact the Financial Aid Office.

TREATMENT OF OVERPAYMENTS

The receipt of Federal funds in excess of a student's eligibility is called an overpayment. If a student's error caused the overpayment, the student is responsible for repaying the overpayment. If the overpayment cannot be eliminated by adjusting later disbursements in the award year, the student cannot receive additional student financial aid assistance funds until he/she repays the overpayment in full or makes repayment arrangements that are satisfactory to the school. Unresolved overpayments will be referred to the Department of Education's Borrower Services- Collections.

FINANCIAL NEED

Federal Student Aid is awarded on the basis of financial need. Need is the difference between your cost of education and an amount you and your family are expected to contribute toward your education. A standard formula used for all

applicants determines this amount, which is called the Expected Family Contribution (EFC). The information you report on your aid application is used in calculating your contribution. The amount left over after subtracting the expected contribution from your cost of education is considered your financial need.

NET PRICE CALCULATOR

<http://thebarberschool.edu/npcalc.htm>

PELL GRANTS

The student must complete the Free Application for Federal Student Aid (FAFSA). Unlike loans, grants do not have to be repaid. To determine if you are eligible, the Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. Using a formula guarantees equal treatment for all applicants.

The school will input your application and give you an award letter. After you have begun classes, the school will then receive and credit your award disbursements to your account ledger, until your school account is paid in full, and the student will receive receipts accordingly. The school receives the student's award in two to three payments (depending on program length), one at the beginning of school, and the second after one-half of their academic year has been reached, or after one-half of their program hours has been reached, which ever applies. The Barber School's academic year consists of 900 clock hours, however, a student must complete all of their program clock hours to graduate from this School. How much you actually receive depends on the following factors:

1. Your student aid index number.
2. The cost of education at your school, whether you are a full-time or part-time student.
3. How long you will be enrolled in the academic year.

FEDERAL LOAN PROGRAMS

The program that The Barber School offers is the Direct Lending Program. This program enables students to borrow money from the U.S. Department of Education to meet their educational expenses. A student cannot borrow more than the estimated cost of attendance, less any other financial aid you may receive and your expected family contribution. To be eligible, the student's financial need must be evaluated. Students who do not qualify for this program should speak to the Financial Aid office about alternative funding. These loans are at a higher interest rate and repayment may begin within thirty (30) days of receiving the loan. Repayment varies with each lender. The Barber School does not recommend any specific lender, nor does it make available to any student a "Preferred Lender" list.

To apply for a loan, you must first be accepted by the school, have processed a FAFSA, then, sign a master promissory note and entrance interview on the internet. 30 days after starting classes, the school will certify loan to the lender. Once the guarantee agency approval is obtained, the lender will electronically transfer funds to the school's account for disbursement to the student's tuition account.

Undergraduate first year students may borrow up to \$9,500.00 a year. There are no application deadlines for these programs. Repayment begins six (6) months after the student leaves school or drops below half-time attendance. The student is allowed at least ten (10) years to repay his/her loan. When students leave school, they must contact their lender to establish a repayment schedule. The amount of payment depends on how much the student has borrowed. The greater the amount borrowed, the higher the payments. If a student does not repay his/her loan, they will go into default, and either the guarantee agency or the Federal Government can sue to collect. Students must also be aware that taking leaves of absence from school will affect their repayment grace period.

SUPPLEMENT EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The student must complete the Free Application for Federal Student Aid (FAFSA). SEOG funds are awarded to students who also demonstrate financial need. Unlike the Pell Grant Program, SEOG is not an entitlement. The school has a set amount of funds for SEOG and cannot award more funds once the allocation is used up. The school has an SEOG Disbursement policy and will select students for their award based on this policy. See our Financial Aid Department for

further information. NOTE: All financial aid will be applied first against school charges; and, any excess will subsequently be paid to the student.

REFUNDS DUE TO TITLE IV PROGRAMS

The school will determine the amount of a refund in accordance with Federal Regulation, Return of Title IV Funds (FSA) also referred to as R2T4 calculation. After the school has determined the amount of the refund which must be returned, the school will first return all sums to the Federal Loan Program (Unsub, Sub, Plus), then the Pell Grant Programs and finally the S.E.O.G. Programs. NOTE: A student needs to understand that if he or she withdraws from school, school charges that were previously paid by FSA funds might become a debt that the student will be responsible for paying under the Institutional Withdrawal, Cancellation and Refund Policy. This refund policy applies to both official and unofficial withdrawals.

Students who enrolled in a program, and who received Federal Title IV (FSA) assistance, are subject to a special withdrawal policy or Return of Title IV Funds when they terminate from school or are terminated from school, as per current Federal Regulations. Federal Aid is based on a programs' payment period. When a student terminates from school, the school must determine what aid the school is entitled to retain by determining what percentage of aid the student earned. This calculation is based on; **1)** in which payment period did the student terminate from school, and **2)** the number of hours that were scheduled to have been completed as of the withdrawal date. Any payment period in which less than 60% of scheduled hours was completed, the school can only retain the exact percentage of aid earned, and must refund the remaining amount. If 60% or greater of scheduled hours was completed of a payment period, the school is entitled to retain 100% of the aid received. From time to time this Federally required calculation results in the student also refunding aid money. Should that occur, the student would be notified by the school in writing.

Federal Regulations require the return of Title IV funds in the following order, if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG or other Title IV, within forty-five (45) days from the date of determination. In the case of a leave of absence, the date of determination will become the date of documented return from the leave. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Institutional Refund Policy (printed on the back of their contract) and charge for unpaid portions of their schooling. The student must understand that if he or she withdraws, school charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying under the Institutional Withdrawal, Cancellation and Refund Policy.

Credit Balance/Excess Funds Procedure

Credit balances occur once all payment period's tuition and fees have been paid.

- If a credit balance exists after the disbursement of Title IV aid, the student/parent is given the choice:
 - To credit the excess back on the principle balance of the loan (signature required) **or**
 - Refund given to the student and/or parent (for plus loans) to be used for educational purposes, following the FSA Handbook guidelines.
- If the student or parent chooses a refund from the credit balance, the FAA notifies The Barber School Owner of the amount and to whom the check is to be written.
- The Owner then writes the appropriate credit balance check to the student.
- The credit balance check is given to the student as soon as possible within 14 days of disbursement.
- If the student/parent requests credit balance loan money to be paid back on the principle balance of a Federal Direct loan, the credit balance will be deposited into the Direct Loan account and the Third Party Servicer will be notified to send the credit balance back on the principle balance of the student's loan(s).
 - The FAA will notify the servicer of the student's / parent's request.

- Servicer will administer repayment to the Direct Loan Servicing Center and provide documentation for the student's file.
- This will be completed within the 14-days from date of COD disbursement.

INSTITUTIONAL WITHDRAWAL, CANCELLATION AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
 4. A student notifies the institution of his/her withdrawal in writing.
 5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering

instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

EXTRA EXPENSES

Items of extra expense to the student such as housing, board, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

SCHOLARSHIPS

Corporate and Industry Scholarships are available periodically throughout the year, depending on their current funding. See Financial Aid counselors for details to qualify and/or apply. Any scholarships that The Barber School might make available are available to all students, in all programs, whether they are Title IV qualified or a Non-Title IV student.

SECTION V: CAREER PLANNING

CAREERS IN: BARBERING, & BARBER INSTRUCTING

BEFORE ENROLLING PLEASE READ THE FOLLOWING CAREFULLY.

NATURE OF THE WORK, WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Hair care has been an important profession since the beginning of time. Throughout history, a great deal of effort has gone into acquiring a fashionable hairstyle or a perfectly trimmed beard. Although styles change from year to year, the Barber's task remains the same - to make an attractive change in a person's appearance.

Barbers shampoo, cut and style hair, and advise patrons on how to properly care for their hair. Frequently, they straighten or texturizer a patron's hair to keep the style in shape. Barbers may also lighten or darken the color of the hair at the patron's request. Barbers may give manicures, scalp and facial treatments; and clean and style hairpieces.

Barbers keep their work area clean and sanitize their haircutting tools and implements. Those who operate their own salons also have managerial duties, which include hiring and supervising workers, keeping records, and ordering supplies and the list goes on and on.

Working Conditions

Barbers work in a clean, pleasant environment, with good lighting and comfortable temperatures. Their work can be tiring and physically demanding because they must be on their feet for long hours at a time and work with their hands at shoulder level. Barbers also work with sharp implements (razors) and a small amount of chemicals. Many full-time barbers work more than 40 hours a week, including evenings and weekends when barbershops are busiest.

Although all states require barbers to be licensed, the qualifications necessary to obtain a license vary. Generally, a person must have graduated from a state-licensed barber school, pass a physical examination, and be at least 16 years old. In addition, states have varying educational requirements - some have no requirement, while others require graduation from high school. In some states, completion of an apprentice-training program can substitute for graduation from a barber school, but very few barbers learn their skills in this way.

Barber instruction is offered in both public and private vocational schools, in either day-time or evening classes. A day-time program usually takes 6 months to 1 year to complete; however, evening program takes longer. Many public school programs include the academic subjects needed for a high school diploma and at least 2 to 3 years. An apprenticeship program usually lasts 1 or 2 years. No apprenticeship program is available in Tennessee.

Both public and private programs include classroom study, demonstrations, and practical work. Most schools provide students with the necessary hairstyling implements, such as manicure implements, combs, scissors, razors, and hair rollers, and include their cost in the tuition fee. In some instances, students must purchase their own tools and implements. A professional set of implements range between \$300.00-\$700.00. Freshmen students practice on mannequins and/or each other. Once students have gained some experience, students perform their skill on patrons in school clinic. Most schools have added unisex hairstyling as part of the teaching curriculum.

After graduating from a barber program, students take state licensing examinations. The examinations consist of a written exam and a practical exam. These exams allow applicants to demonstrate their theoretical knowledge and practical skill to provide the required services. In some states, an oral examination is included and the applicant is asked to explain the procedures he or she is following while taking the practical test. In other states, a separate examination is given for persons who want only a manicurist's license. Some states have reciprocity agreements that allow a barber license out of one state to be valid in another without re-examination.

For many young people, barbering serves as an entry point to the world of work. The field is also characterized by a pattern of movement from family responsibilities into the labor force-when employment and earnings are attractive enough-and back to the home again. In fact, most entrants into this occupation come from outside the labor force-from homemaking and school in roughly equal numbers. Relatively few entrants transfer from other occupations.

Persons wanting to become barbers must have finger dexterity and a sense of form and artistry. They should enjoy dealing with the public and be willing and able to follow patrons' instructions. Because hairstyles are constantly changing, barbers must keep abreast of the latest fashions and barber techniques. Business skills are important for those who plan to operate their own salons. Many schools help their students find jobs.

Advancement usually is in the form of higher earnings as barbers gain experience and build a steady clientele, but many manage large salons or open their own after several years of experience. Some teach in barber schools or use their knowledge and skill to demonstrate cutting on platform. Others become demonstrators, manufacturer representatives, research assistants, and trade technicians or technical supervisors. Other possibilities include state board members, state board examiners, and educational directors.

Barbers, cosmetologists, and other personal appearance workers held about 673,700 jobs in 2016. Of these, barbers held 56,400.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States.

Nearly half of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

The following are excerpts from the **U.S. Department of Labor, Bureau of Labor Statistics, OCCUPATIONAL OUTLOOK HANDBOOK, December 25, 2017 EDITION**. For more in depth information about your career interest, please go on line to: <http://www.onetonline.org/> OR <http://www.bls.gov/ooi> and input the SOC code listed on each of our program home pages. View our website (www.thebarberschool.edu) for all gainful employment information

JOB OUTLOOK

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition.

- The total number of employment in the field as of 2016, 56,400
- Projected employment through to 2026, 61,600
- Change in employment 2016-2026, 5,200
- Percentage of increase in jobs, 9%

JOB PLACEMENT POLICY

The Barber School has an excellent placement record for its graduates. (See “Outcomes Assessment” section of this catalog.) Due to the ever increasing dollars spent in the barber/beauty industry, our graduates have excellent opportunities to obtain a position in the field in which they are training, if they are highly motivated, and are ready to seriously work towards learning their chosen profession. No school, however, can absolutely guarantee employment. This depends entirely upon each student. All inquiries from area salons needing stylists, barbers, are posted on a Job Placement Bulletin Board located in each building. All students nearing graduation from their program are encouraged to seek help from our Staff in assisting them in securing a professionally written resume and for assistance on job interviewing and how to dress for success.

ADVISING OF STUDENTS

Appointments can be scheduled on any school day by students with the Administrative staff and/or instructing personnel who are in need of academic advisement, attendance advise, financial aid, etc., in planning and completing their educational program. Students are encouraged to seek advise with proper personnel if a problem exists that needs attention, whether in the classroom, with another student, personal, etc. During advisory sessions such things are discussed as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems which the student may be having in school.

SECTION VI: SCHOOL POLICIES

SCHOOL CLOSURE DUE TO AN EMERGENCY

In the event the School needs to be closed due to an Emergency regarding tornado, flooding, fire, etc., a notice will be placed on the door and on schools website (and if possible, notified by an alternate source, ie: tv, newspaper, radio, text message or posted at the school driveway entrance) giving staff and students necessary safety response information, as well as notification of reopening information. A number that they can call for more information will also be provided. Furthermore, an emergency announcement will be placed on the schools automated phone system, if the system is accessible. All student and client data in our computer systems is backed up regularly, and taken off site and kept in a secure location.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless said notification compromises efforts to contain the emergency. Upon acceptance to this institution the required policy and procedures will

be made available in a student handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution's Administrative Staff will handle all necessary campus notification, without delay, and will initiate the notification system located on our website. Each building have a phone systems with availability to call 911. Each buildings meet fire codes. Each building has fire extinguishers and burglary alarm systems in place for student and faculty safety. A PA system is also in each building. A test of these systems will occur periodically, with or without notice, but at least once annually.

WEAPONS ON CAMPUS

The Barber School has a zero tolerance regarding weapons on campus. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, tasers, stun guns, fireworks or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.) are permitted on campus (campus is defined as parking lot and buildings). Violation of this rule will result in immediate termination and notification to the appropriate authorities. Any student, faculty or staff member who sees or hears of anyone on campus with a weapon is urged to notify the Administrative offices immediately.

HATE CRIME REPORTING

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, (bullying) destruction, damage, or vandalism of property and any other crime involving bodily injury to be reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Administration as soon as possible. All faculty and staff hearing of any such crimes are to report them immediately to Administration.

STUDENT CONDUCT

Students are expected to conduct themselves in a courteous, respectful and professional manner and observe school rules at all times. See "Rules and Regulations Sampling" section this catalog: If a first time student or previously enrolled student is dismissed or terminated from school for any reason other than fighting, weapons violation or drugs or withdraws on their own, at the schools discretion, the school may not consider the student for re-enrollment or returning to school for a minimum period of 6 months. (Complete school rules and regulations are issued on the day of Orientation in the "Student Handbook" and may be subject to change. Should a change occur all students will be subject to the new rule(s).)

FERPA (Student's Rights and Privacy Act) & SAFEGUARDING CUSTOMERS INFORMATION POLICY AND RED FLAGS RULE

The Family Educational Rights and Privacy Act (FERPA), gives a student (or in the case of a dependent minor, his/her parents or legal guardian), certain rights with respect to their education records. These rights include: **1)** to gain access to their education records under the supervision of an administrative staff member, by appointment. Appointments will be set in a timely manner, but no longer than 45 days from the written request. The written request should identify the record(s) the student and/or parent/guardian wishes to inspect. **2)** The right to request the amendment of the student's education records that the student feels may believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The request to amend should be in writing. The school will notify student of their decision to amend or deny, and this notice will be in writing, giving student procedures on how to appeal. **3)** If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days. **4)** The school will not release any educational or non-public personal information to third party's unless it is authorized by the student in written consent, a copy of which will be kept on file. A student's written consent must be made for each third party request. To prevent identity theft, a student's non-public personal information, (information which is not publicly available; such as name, address, social security number, financial institution, account numbers, enrollment application info, etc.), are maintained in locking files, and available only to authorized personnel. **5)** Student has the right to file a complaint with the United States Department of Education concerning any alleged failures by the school to comply with the requirements of FERPA. Written complaints are sent to: Family Policy Compliance Office, USDE, 400 Maryland Ave., SW, Washington,

DC 20202-5901. **6)** Students are not permitted to inspect the financial records of their parents. **7)** The school will permit access to student and other school records as required for: any accreditation process initiated by the institution, federal or state agencies, audits, by NACCAS, or in response to a directive of the Tennessee Higher Education Commission or law enforcement .

Students who have graduated or dropped may request and receive an Official Transcript of their program, hours, grades and services, as long as they do not owe the school any money. Any graduate or drop student who still owes the school money will only receive an Unofficial Transcript (without school seal or signature) and a notation will be placed on the transcript stating that the student owes money to the school.

Furthermore, although the school is in a low risk category (per the Red Flag Rules) the school annually reviews its policies for safeguarding information. The school does not publish student directory information. Should it be considered in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish. Student files are kept in an upstairs Administrative Office that has a sprinkler system in case of fire, and maintained in lockable, heavy gauge metal file cabinets. The computers that hold student information is backed up weekly, and kept off site. Archived files are kept in file cabinets in a file room and periodically scanned to a storage computer and then shredded. Students enrollment, academic and attendance records will be kept permanently by the school (scanned to a storage computer), and financial aid records for only five (5) years. Personal information from a student's file that is no longer needed is shredded to prevent identity theft.

COPYRIGHT INFRINGEMENT POLICY

It is the policy of The Barber School to comply with all copyright laws. This includes, but is not limited to, copying manuals, workbooks, textbooks, periodicals, or peer to peer file sharing. All students and employees are to be aware of and follow these laws. Any member of this institution practicing unauthorized use or distribution of copyrighted materials will be subject to sanctions by this institution, up to and including dismissal from school, or termination of employment. Furthermore, violators would also be subject to Federal criminal offense for copyright law violations.

VOTER REGISTRATION

In the United States voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. **STAND UP AND BE COUNTED - MAKE A DIFFERENCE.** To register contact your county Supervisor of Elections Office.

GROUNDS FOR STUDENT DISMISSAL

(Full or Partial enforcement of the following list will be at the discretion of the School.)

- 14 consecutive days of unexcused absences.
- Non-payment of tuition.
- Breaking rules and regulations, after 1-3 warnings.
- Low grades due to lack of effort after special tutoring and counseling.
- Using profanity, involved in immoral conduct on or near school premises, or involved in fights on school premises, whether they are physical or verbal.
- Theft of anyone's property
- Use of any chemical dependencies on or near the vicinity of the school premises
- Stealing time (clocking in, but not actually being on the school premises and coming back later to clock out)

VETERANS

The Barber School is approved by the Tennessee State Approving Agency to enroll veterans and other

eligible persons. For information or for resolution on payment problems the veteran should call the Department of Veteran Affairs toll free nationwide number 888-442-4551.

VA ATTENDANCE POLICY & STANDARDS OF ACADEMIC PROGRESS

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior, as delineated in the school's rules of conduct, or as deemed unsatisfactory or inappropriate conduct by school officials will result in termination of veterans educational benefits, and possible dismissal from The Barber School. Re-admittance after conduct dismissal will be at the discretion of the school Director/Owner.

Academic Progress Policy: The academic/attendance progress of students receiving VA education benefits is evaluated monthly. VA students must maintain a 80 % academic/attendance progress. Failure to meet these criteria will result in being placed on academic probation for one month. During probation, the school will make every effort to help the student return to satisfactory progress. If satisfactory progress is not regained by the end of the academic probation period, VA education benefits will be terminated and the student will be subject to dismissal from school. Re-admittance after academic dismissal requires approval of the school Director/Owner.

Prior Credit Policy: Per, 38 CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD 214 discharge certificate and request that transcripts from all previous postsecondary schools attended be forwarded to The Barber School for review.

Pro-Rata Refund Policy for VA Students: The Barber School has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued t at any time prior to completion. The school may retain \$10.00 of the registration fee, with the remaining amount subject to proration.

ATTENDANCE POLICY

The schools policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty and does not round actual hours. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement.

LATE ARRIVAL/TARDY POLICY

Five (5) unauthorized tardiness or absences in a calendar month may constitute a student suspension. A student may re-enter after three (3) to thirty (30) days. Days are assigned at the Director's discretion. After three (3) interruptions in training, a student cannot re-enter school.

Authorized absences occur when a student is absent for reasons beyond their control such as: personal sickness, death or accident of a member in the student's immediate family, or at the Administrator's discretion. After three (3) days absence a doctor's note may be required. Fourteen (14) consecutive absences will result in a student being expelled. A student may re-apply for re-entry after a period of no less than one hundred eighty (180) days. We allot 10% of your contracted hours for these absences, once you exceed the 10% there is an hourly charge for each hour missed excused or unexcused, including suspensions.

Documentation on tardiness and absences will be required for those students who are continually tardy or absent. The actual time a student is in school will be maintained: with tardiness accumulated at the end of each week. Hours for attendance and graduation purposes will be determined solely by accumulated time on the time clock sheets.

GENERAL SAMPLING OF SCHOOL RULES

**(Full Rules, Responsibilities, Policies & Procedures Are Issued at Class Orientation - STUDENT HANDBOOK)
(During the time of your enrollment, these rules, responsibilities, policies and procedures may be subject to change.)**

1. All students must obey all rules. (Personal hygiene, sanitation, sanitation assignments and personal conduct...etc).
2. Students should arrive to school ready for class, which includes:
 - Clean and professional looking clothing (if clothing is inappropriate, you will be sent home)
 - Clean smock or Black School T Shirt (ironed if necessary),
 - Hair, make-up, shaving, smoking and eating is to be done BEFORE class time
 - Bring theory and workbook, ink pen or pencil, and paper to class
 - Full kit (when issued)
3. School opens promptly at 7:00a.m.
4. All students are required to clock out if you leave the campus for any reason, no matter the length of time. Getting caught "on the clock" and not being on campus WILL result in a suspension*. Inform your instructor, in advance, if you need to leave earlier than scheduled.

*Hours missed for suspension WILL have an hourly charge if your absences exceed the 10% of your contracted hours. Tuition payments are expected without the student being reminded. It is the student's obligation to see that payments are made on time each and every month. Late fees may apply to late or missed payments.

5. Each student is responsible for their own equipment at all times.
6. Misuse of another person's belongs or use of items without permission will not be tolerated. An atmosphere of respect for each student and their belongings is expected.
7. Smoking inside the School is prohibited.
8. Ill temper, open hostility, belligerence or quarrelsome attitudes toward instructors, staff, clients or other students Will not be tolerated and will subject a student to school disciplinary procedures, suspension and/or dismissal.
9. Profanity will not be tolerated.
10. School Uniform Attire: Black or khaki color pants (no jeans), khaki material, slacks or skirts only (no miniskirts). Black School T-shirt w/school logo worn with the Academy apron or white t-shirt and school issued smock.
11. School Foot Attire: All students must wear close-toed shoes (ie; sneakers, tennis shoes, or professional nursing type shoes) at all times.
12. Friday attendance is mandatory, if scheduled. Missing either day without properly notifying the school, prior approval or proper documentation, may result in a 1-3 day suspension.
13. No student is permitted to refuse any service. As long as the student has hours remaining in attendance, services will be taken as given. (See Enrollment Agreement)
14. Stealing is grounds for termination and expulsion.

DRUG & ALCOHOL ABUSE POLICY

The Barber School has a zero tolerance for drug and alcohol abuse on campus. Campus is defined as buildings or parking lot. Any student or staff caught under the influence or with drug paraphernalia will be subject to immediate termination. The Barber School has Drug and Alcohol Abuse Prevention Program information and organizations available for any student and/or staff member who should have a need. Administration is available to any student/staff member, if a problem exists and all conferences will be kept confidential. See Admissions or Administration for complete Drug and Alcohol Abuse Policy and agency information.

STUDENT LOCKER

A locker with built in combination lock, is available to each student during the first week of school. No deposit is required. (Should a locker shortage occur, no more than two students will share a locker.) Each student will be required to maintain his or her locker in good repair while enrolled at The Barber School. Should damage occur, the student will receive an itemized statement of costs to repair. No graduation or licensing paperwork will be completed until any locker

damage charges have been paid in full. The Barber School reserves the right to enter any student's locker with or without the students' permission should the school deem it necessary. Students are discouraged from sharing or trading lockers. To do so means the students run the risk of having their locker cleaned out by accident when one of the sharing/trading students drops or graduates.

INTERNAL COMPLAINT/GRIEVANCE PROCESS POLICY

Any student or staff complaint/grievance should be in writing, and will be directed to the Administrative Offices. (See Administrative Offices for detailed policy on filing and form.) The complaint/grievance will be reviewed by the Administration in a timely manner (in accordance with the detailed policy) and resolved to benefit all parties involved. If all parties are not in agreement, then a copy of the complaint should be mailed by the student or staff member to our accrediting agency: NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302 (703-600-7600) and/or our state accrediting agency: Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone: (615) 741-5293.

LIBRARY

Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and barber books. Resources are accessible in the school during hours of operation, Monday through Friday, 9:00 a.m. to 5:00 p.m. All materials are to remain on campus during use and are not allowed to be removed from the SCHOOL.

CONSUMER INFORMATION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Tennessee Higher Education Commission. toll- (615) 741-3605. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. The Barber School has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

****All written agreements at The Barber School are binding. ****

TRANSCRIPTS

The Barber School will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student. Transcripts will be denied if the student has an outstanding balance against her/his account.

TELEPHONE

Emergency calls will be transmitted to the student when received. Cell phone usage should be limited to break times and outside the classroom in the student lounge.

PHOTO RELEASE

At The Barber School, students will provide absolute rights and permission to use photographic portraits, pictures, or videos of them in character form, for advertising or any other lawful purpose whatsoever.

LOST AND FOUND

It is important not to carry valuables such as large sums of money, jewelry, credit cards, etc. to class. Due to the nature of the laboratory classes, valuables cannot always be secured within a classroom. If something is lost, contact the receptionist at the front desk.

VISITORS

Parents, spouses, prospective employers, etc. are cordially invited to visit the school at any time, but with appropriate notice to the school. Special arrangements will be made for groups. Anyone who is disruptive to the smooth operation of the school may be asked to leave the premises immediately. Students are not allowed to bring children into the Classrooms/laboratories without approval from the administration.

CONSTITUTION DAY

On September 17, 1787, the U.S. Constitution was signed at the Philadelphia Convention. In 2004, this day became a federal holiday that we recognize as Constitution Day. On this day, the school community is invited to learn more about the US Constitution. Stop by our information tables to read fun facts about the Constitution and our Founding Fathers. Tables will be located in classroom.

MISSING STUDENT NOTIFICATION POLICY

In 2010, new federal guidelines (Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j)) required all colleges and universities with on-campus student housing to enact policies and procedures to handle reports of missing students. The intent of the law is to minimize delays and confusion during the initial investigation. The Barber School does not have on-campus student housing, therefore no policy

MISREPRESENTATION

The Barber School is committed to the integrity of information that is being disseminated to students and their families. In accordance with federal regulations, The Barber School adheres to strict guidelines with regard to the potential misrepresentation of the institutions' academic programs, financial charges and the employability of our graduates.

RECRUITERS

The Barber School does not hire recruiters

WORKSTUDY

The Barber School does not have a work-study program.